



Job Title: Planning and Zoning Director
Department: Planning and Zoning

FLSA Designation: Exempt
Pay Classification: 21

1. JOB SUMMARY

- 1.1 This position is responsible for the town's planning and zoning operations.

2. MAJOR DUTIES

- 2.1 Directs planning and zoning functions for the town.
- 2.2 Drafts municipal plan and land use regulations in collaboration with the Planning Commission; organizes and facilitates public workshops and hearings; writes planning and historic preservation grant applications and administers grants; issues requests for quotes and requests for proposals for consultants, recommends selection, and supervises projects.
- 2.3 Provides staff support for the Planning Commission, Development Review Board, and Historic Preservation Commission including scheduling, agenda preparation, recording of minutes and compliance with Vermont Open Meeting & Public Record Laws,
- 2.4 Advises landowners and applicants on municipal land use regulations and permit application processes; reviews zoning permit applications for approval; maintains permit records; creates databases to track records.
- 2.5 Investigates and enforces violations of municipal land use regulations.
- 2.6 Assists and advises applications in preparation of applications to the Development Review Board; reviews applications for completeness; provides staff support for board hearings.
- 2.7 Writes grant applications; administers grant funds.
- 2.8 Represents the town at regional Transportation Advisory Committee meetings, Upper Valley Transportation Management Association meetings, and other regional groups.
- 2.9 Maintains the town's geographic information system (GIS).
- 2.10 Maintains town's E911 database in coordination with Vermont Enhanced 911 Board
- 2.11 Prepares Planning Department Budgets.
- 2.12 Performs related duties.
- 2.13 Performs other duties as assigned by the Town Manager.

3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of land use principles, techniques, best practices, and laws.
- 3.2 Knowledge of grant acquisition and management principles.
- 3.3 Knowledge of department and town policies and procedures.
- 3.4 Knowledge of computers and job related software programs.
- 3.5 Skill in the analysis of problems and the development and implementation of solutions.
- 3.6 Skill in the preparation of clear and precise reports.
- 3.7 Skill in oral and written communication, including conducting quality "customer service" type of communication.

4. SUPERVISORY CONTROLS

- 4.1 The Town Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

5. GUIDELINES

- 5.1 Guidelines include land use regulations, Planning Commission and DRB policies, town policies, and state handbooks. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of varied management duties. Strict regulations and deadlines contribute to the complexity of the position.
- 6.2 The purpose of this position is to administer the town's planning and zoning functions. Success in this position contributes to the well-planned and positive growth of the Town of Norwich.

7. CONTACTS

- 7.1 Contacts are typically with co-workers, other planning professionals, developers, architects, contractors, attorneys, elected and appointed officials, land owners, and members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons. Some contacts could be with persons who may be angry, agitated, or believe they are aggrieved about an issue.

8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects and distinguishes between shades of color.
- 8.2 The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.
- 8.3 Night meetings, especially staffing of committees are required.

9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 This position has direct supervision over Planning Assistant (1).

10. MINIMUM QUALIFICATIONS

- 10.1 Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- 10.2 Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- 10.3 Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated.

Additional Skills:

Basic use of GIS software (ArcMap 10.x)*
Flood Plain Management (CFM)*

* Town will provide training as needed